

PROSPERA

Job Opening – Loan Funds Manager (part-time)

Posted: February 20, 2026

Location: In Person/In Office – Bozeman, MT

Hourly – 20 to 30 hours per week, pay \$30-\$35 per hour DOE

- ✓ Simple IRA with 3% match
- ✓ Monthly phone stipend
- ✓ Professional Development Opportunities
- ✓ Rewarding Work That Matters

Prospera is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping business and communities find their pathway to success, acting as the navigator, problem-solver, and catalyst for a strong Montana economy. Founded in 1985, Prospera has deep roots connecting us to the people and communities across Southwest Montana.

Position Summary

The Loan Funds Manager assists local banks and businesses in accessing new loan financing through Prospera's Revolving Loan Funds. This position is suited for a savvy business professional who enjoys sales, customer service, and financial analysis that supports our lending goals. This position will manage a pipeline of potential loan clients, prepare business analysis and underwriting, and present financing deals to our loan committee for approval. Our lending is focused on businesses located in Gallatin and Park counties.

With more than \$6 million in loan funds, this is a rapidly growing and dynamic program at Prospera. The Loan Funds Manager, working with the Senior Director of Finance and Lending and the Prospera Team, will organize and process new business loans while managing all aspects of the loan program from start to finish. Teamwork and coordination with Prospera co-workers and community bankers is vital.

Desired Skills

- Team player who will build working relationships with bank lenders, co-workers and local business owners.
- Self-motivated with the ability to promote the Prospera lending program and be a deal maker.
- Confidence to manage multiple projects using established processes, with attention to detail.
- Enjoy providing timely customer service and communication.
- Positive attitude with the ability to create lasting working relationships within the business community.
- Drive and passion for supporting local businesses with financing opportunities.

Required Qualifications

- A college degree in finance, accounting, or business administration and/or at least five years direct experience in commercial lending, accounting, or finance consulting.
- Formal training in business finance, credit analysis and commercial lending is strongly desired.
- The ability to sell and market the business financing and loan program.
- Proficiency in Excel and Microsoft Office Suite.
- Possess excellent computer, organizational, and communication (both written and verbal) skills for internal and external communications.

Duties and Responsibilities:

Underwriting & Risk Evaluation

Evaluate the financing package and underwriting to determine eligibility for the loan program.

- See the loan process through from start to finish.
- Work with business advisors as needed to assist with funding business clients.
- Work in partnership with financial institutions to assist in funding bank generated loan packages for local businesses.
- Ensure all required documentation is received from clients.
- Analyze loan eligibility and risk with the Senior Director of Finance and Lending.
- Prepare closing documents using Compliance One software.
- Secure collateral or personal guarantees.

Loan Committee & Closings

Organize loan committee meetings, public notice, and communications to schedule loan closings.

- Plan and organize loan committee meetings including public notice as needed with local government staff, creating agendas, and recording minutes and votes.
- Present potential loans to the committee for decision making and communicate with loan clients.
- Prepare approval documents on behalf of the committee for the Prospera board.
- Facilitate closings with banks, title companies, and borrowers.
- Ensure all relevant filing and documents are accurately completed.

Existing Loan Clients

Conduct outreach to existing loan clients to ensure compliance and record keeping is up to date.

- Annual site visits & client meetings to assess health of the business.
- Collection and review of loan client financials & tax returns.
- Conduct payment collections as needed.
- Working with the Senior Director of Finance and Lending, set up and maintain accurate data in DownHome Solutions (loan management software).
- Monitoring clients & working with banks to refinance bankable clients.
- Negotiate modifications/refi's on existing loans or workout deals to pay off the loan.
- Notify loan committee & secure approvals as needed.

Community Outreach

Promote the loan program to drive new financing deals, lead sales and marketing efforts with local banks and other key stakeholders.

- Organize regular meetings with bank lenders to share and promote Prospera's lending program.
- Coordinate presentations to bank loan committees to drive new loan prospects.
- Attend strategic business networking & public events.
- Be a positive voice that promotes Prospera and our business lending program.
- Assist with marketing, communications, and loan client success stories.
- Work with the Prospera Team to develop loan presentations and materials that will promote the lending program.

Other Duties

- Support Prospera's workplace culture and core values.
- Collaborate and support Prospera membership, events, and fundraising.
- Maintain administrative processes, procedures, and other duties as assigned.

Work Conditions:

This job is 20 to 30 hours per week to be conducted between Prospera's regular business hours of Monday - Friday 8:30am to 5:00pm with some variability depending on workload and events. Standing, lifting and some moderate physical requirements (ability to lift 50 lbs.) are necessary along with a personal vehicle, valid driver's license and proof of insurance is required. This position is in office and based in Bozeman, MT.

To Apply:

Email a cover letter and a resume. The cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application with "Loan Funds Manager" in the subject line to:

CMurray@ProsperaMT.org

Initial application review starts immediately, and the position will remain open until filled.